

United States Marine Corps

# Road Map

*The road to success for*  
**Personnel Clerk 0121**



Marine Corps Combat Service Support Schools, Camp Johnson



# ***The road to success for Personnel Clerk 0121***



Marine Corps Combat Service Support Schools, Camp Johnson

**Upon graduation from MOS school, Marine receives brief on:** Future MOS courses, MCI's, PME, and college courses.

**Gaining Command:**

Realigns, supports, and enforces the road map.



— **1st** —  
**Year**  
**Month**

**S**

- Complete Recruit Training
- Complete MCT (Test for Military Academic Skills Program (MASP))
- Complete Personnel Clerk Course (PCC) (Receive MASP Training)

**PME**

- Complete MCI (3420E) Personal Finance
- Complete MCI (0118) Spelling

**VOLUNTARY EDUCATION**

- Test out of MASP (If required)
- Computer Class (Microsoft Applications)

**DUTY**

- Personnel Administration Center (PAC)

**SPECIAL DUTY**

- Not recommended until the rank of Corporal

0121-0193 Road Map

Marine Corps Combat Service Support Schools, Camp Johnson

## **2nd Year**



### **MO**

- **S** • MOJT as required per the Individual Training Standards Manual

### **PME**

- Complete MCI (033N) Fundamentals of Marine Corps Leadership
- Complete MCI (0131H) Correspondence Procedures

### **VOLUNTARY EDUCATION**

- Currently there is no apprenticeship program available. College courses that are MOS related and can be used for the following degree, A.A.S. Office Systems Technology Certification at Coastal Carolina Community College.
- The following college courses are recommended at Coastal Carolina Community College:
  - MAT 115 Mathematical Models
  - BUS 110 Intro to Business
  - OST 223 Machine Transcription I

### **DUTY**

- Personnel Administration Center

### **SPECIAL DUTY**

- None recommended until the rank of Corporal

0121-0193 Road Map

Marine Corps Combat Service Support Schools, Camp Johnson

## 3<sup>rd</sup> Year

### MO

#### S

- MOJT as required per the Individual Training Standards Manual

### PM

#### E

- Complete MCI (0138A) Order Writing Clerk
- Complete MCI (0190) Punctuation
- Complete MCI (1334H) Math for Marines
- Complete MCI (0144) The Unit Mailroom Clerk
- Read at least 2 books from the U. S. Marine Reading List

### VOLUNTARY

#### EDUCATION

- The following college courses are recommended:
  - OST 224 Machine Transcription II
  - CIS 120 Spreadsheet I
  - CIS 154 Database Utilization
  - OST 135 Advanced Text Entry & Formatting
- OST 233 Office Publication Design

#### DUTY

- Personnel Administration Center

### SPECIAL DUTY

- None recommended until the rank of Corporal



0121-0193 Road Map

Marine Corps Combat Service Support Schools, Camp Johnson



## **4th Year**

### **MOS**

- Attend Intermediate Personnel Admin Course (IPAC) (Cpl-SSgt)
- Attend Reserve Administration Course (RAC) - If Reserve or I&I duty

### **PM** **E**

- Attend Corporal's Course (Resident)
- Complete MCI (8010) Sergeants Distance Education Program
- Complete MCI (0143A) Legal Administration Clerk
- Read at least 2 books from the U. S. Marine Reading List

### **VOLUNTARY EDUCATION**

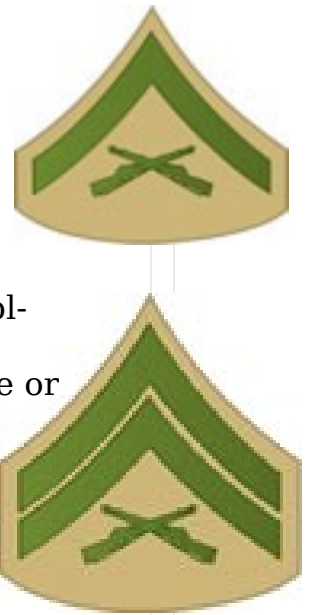
- Continue towards an A. A. S. Degree
- The following college courses are recommended:
  - OST 164 Text Editing Applications
  - ENG 111 Expository Writing
  - ACC 115 College Accounting
  - ENG 114 Professional Research
  - OST 236 Advanced Word Info Process

### **DUTY**

- Personnel Administration Center

### **SPECIAL DUTY**

- Recommend the following upon promotion to the rank of Corporal
  - I&I Staff Tour



0121-0193 Road Map

Marine Corps Combat Service Support Schools, Camp Johnson

# Sergeant



## MOS

- Attend Intermediate Personnel Admin Course (IPAC) (Cpl-SSgt)
- Attend Reserve Administration Course (RAC) -If Reserve or I&I duty
- WO package if desired (8 yrs)
- Advanced Personnel Admin Course (APAC) is required only if

## PME

- applying for WO
- Attend Sergeant's Course (Resident)
- Complete MCI (7100) SNCO Career Distance Education Program
- Complete MCI (3422) Basic Pay Entitlements
- Complete MCI (0112) Counseling for Marines
- Read at least 2 books from the U. S. Marine Reading

## VOLUNTARY EDUCATION

- The following college courses are recommended to complete the A.A.S Degree in Office Systems Technology at Coastal Carolina Community College:
  - CIS 120 Business Law I
  - OST 286 Professional Development
  - OST 289 Office Systems Management
  - PSY 118 Interpersonal Psychology

- If recommended PME is complete, the remaining credits for the Coastal

## DUTY

- Carolina Community College A.A.S. may be awarded towards core credit
- Recommend one of the following duty assignments:
  - Council on Education
  - Section Chief (PAC)
  - Admin Clerk (MFL/MFP, MEF, RS, MCD)

## SPECIAL DUTY

- Recommend one of the following duty assignments:
  - I&I Staff Tour
  - "B" Billet
  - Joint Tour

Marine Corps Combat Service Support Schools, Camp Johnson

0121-0193 Road Map



# Staff Sergeant

## MOS

- Advanced Personnel Administration Course (APAC)
- Returning from a “B” Billet, recommend attend IPAC if not attended previously
- Attend Reserve Administration Course (RAC) - If Reserve or I&I duty

## PME

- Attend SNCO Career Course (Resident)
- Complete MCI (8200) SNCO Advanced Distance Education Program
- Attend Formal School Instructor Course
- Read at least 2 books from the U. S. Marine Reading List

## VOLUNTARY EDUCATION

- Commence work on a Bachelors Degree
- Degree Completion Program

## DUTY

- Recommend one of the following duty assignments:
  - Section SNCOIC (PAC, S-1, G-1)
  - Admin Chief (Sqdn, Bn, MSSG)

## SPECIAL DUTY

- Recommend one of the following duty assignments:
  - HQMC
  - I&I Staff
  - Instructor
  - Joint Tour

0121-0193 Road Map

Marine Corps Combat Service Support Schools, Camp Johnson



# Gunnery Sergeant

## MOS

- Advanced Personnel Administration Course (APAC)
- Attend Reserve Administration Course (RAC) - If Reserve or I&I duty

## PME

- Attend SNCO Advanced Course (Resident)
- Complete MCI (7400) Warfighting Skills Distance Education Program
- Read at least 2 books from the U. S. Marine Reading List

## VOLUNTARY EDUCATION

- Complete any Bachelors Degree requirement
- Degree Completion Program

## DUTY

- Recommend one of the following duty assignments:
  - Admin Chief (Group, Regt)
  - Section SNCOIC (PAC, S-1, G-1)
  - SNCOIC IPAC (3500 Records)
  - Admin Chief (Sqdr, Bn, MSSG)

## SPECIAL DUTY

- Recommend one of the following duty assignments:
  - Drill Instructor
  - HQMC
  - I&I Staff Tour
  - Instructor
  - Joint Tour
  - Marine Security Guard
  - MCAAT
  - Recruiter



0121-0193 Road Map

Marine Corps Combat Service S  
upport Schools, Camp Johnson

# Master Sergeant

## MOS

- MOS requirements complete

## PME

- Read at least 2 books from the U. S. Marine Reading List
- Attend E-8 Seminar

## VOLUNTARY EDUCATION

- Begin work on Masters Degree

## DUTY

- Recommend one of the following duty assignments:
  - Admin Chief (MEF, MSC)
  - SNCOIC PAC, S-1, G-1 (6000 Records)

## SPECIAL DUTY

- Recommend one of the following duty assignments:
  - SNCOIC MCAAT
  - I&I Staff Tour
  - HQMC
  - SNCOIC Personnel Admin School
  - Joint Tour



0121-0193 Road Map

Marine Corps Combat Service Support Schools, Camp Johnson

# Master Gunnery Sergeant

## MOS

- MOS requirements complete

## PME

- Read at least 2 books from the U. S. Marine Reading List
- Leadership Conference

## VOLUNTARY EDUCATION

- Continue towards Masters Degree

## DUTY

- Recommend one of the following duty assignments:
  - Admin Chief (PAC, MFL/MFP, MEF)
  - SNCOIC PAC, G-1 (7000 + Records)

## SPECIAL DUTY

- Recommend one of the following duty assignments:
  - HQMC
  - Joint Tour



0121-0193 Road Map

Marine Corps Combat Service Support Schools, Camp Johnson



# Marine Corps Combat Service Support Schools, Camp Johnson



# Semper Paratus

Marine Corps Combat Service Support  
Support Schools, Camp Johnson